

Guide for the Volunteer Resources Web Page

This guide will help you understand what is on the Volunteer Resources web page and how to effectively and correctly use the files. The files you may download from this page are in several formats: rich text format (.rtf), Microsoft Excel spreadsheet (.xls), and Adobe Acrobat (.pdf). Any word processing program will open the .rtf files; Microsoft Excel will open the .xls files; and Adobe Acrobat Reader will open the .pdf files. You can download Adobe Acrobat Reader from their website at <http://www.adobe.com/products/acrobat/readstep2.html> . A link to this website is also provided on the volunteer resource web page.

In order to access the volunteer resource web page you must go to <http://www.dnr.sc.gov/seaturtle/ht/volres.htm> and log in. The user name is **volunteer** and the password is **resource**. You must type the user name and password in lowercase letters.

File Instructions (please read thoroughly):

1. **Nest Protection Guidelines**
 Stranding Network Guidelines
 Nest Data Spreadsheet Instructions
 Annual Report Instructions (Outline)
 STSSN Guide

These files are in the .pdf file format. They are provided so that you may review them on the web or print them for your personal hard copy.

2. **Letter of Authorization**

This file is in the .rtf format. It should open in any word processing program. This file may be downloaded and saved to your computer. You may type information into this file on your computer and save it or write information on a hard copy. This form requires signatures and therefore may only be mailed in to our office. Our postal address is on the bottom of this form and at the bottom of this document. Please do not email this form to our office.

3. **Lighting Report Form**

This file is in the .rtf format. It should open in any word processing program. This file may be downloaded and saved to your computer. You may type information into this file on your computer and save it or write information on a hard copy. This form may be mailed in to our office (in a hard copy or a cd/diskette) or emailed. Our addresses (postal and email) are on the bottom of this form and at the bottom of this document.

4. Nest Data Spreadsheet

This file is in the .xls format. It will open in Microsoft Excel. This file may be downloaded and saved to your computer. Before you attempt to fill in this form, please carefully read (reread) the Nest Data Spreadsheet Instructions (also located on the Volunteer Resources web page). This Excel file contains formulas that must remain as they are written. **Please do not change any portion of the spreadsheet.** Once the spreadsheet is correctly filled out you may mail it into our office on a cd/diskette or email it. Our addresses (postal and email) are on the top of the form and at the bottom of this document. Please note that if you choose to print this document, the page is setup to print on an 11 x 14 paper size.

5. Project Summary

This file is in the .xls format. It will open in Microsoft Excel. This file may be downloaded and saved to your computer. This Excel file contains formulas that must remain as they are written. **Please do not change any portion of the spreadsheet.** Once the spreadsheet is correctly filled out you may mail it into our office on a cd/diskette or email it. Our addresses (postal and email) are on the bottom of this form and at the bottom of this document.

6. STSSN Stranding Report

This is the new stranding report form as of January 2003. This form is in the .pdf format and can be printed as needed. The first page of the form must be mailed into our office. The second page of the form is for your guidance in identifying sea turtles. **You do not need to mail the second page into our office.** However, with the STSSN Stranding Report form, you need to include a map with an "X" marking the location of the stranded animal. Please do not substitute a latitude and longitude in place of the map. In fact, always leave the latitude and longitude spaces blank. In order to standardize our stranding database, we will only accept a map. **A STSSN Stranding Report form without an attached map is not complete.** Our postal address can be found on the second page of the STSSN Stranding Report form and at the bottom of this document.

7. Stranding Form Maps

The stranding form maps are in the .pdf format. The maps may be printed as needed and are to be mailed in with the STSSN Stranding Report form. You need to include a map with an "X" marking the location of the stranded animal. The COL-REG line is the dotted line that is found on all the maps.

Mailing Address:

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